Approved for release by ODNI on 03-16-2016, FOIA Case #DF-2015-00044

(U) Office of the Director of National Intelligence Classification Guide (ODNI CG)

Includes Administrative Update
September 30, 2014

Version 2.1
Supersedes 3 July 2012, Version 2.0

(b)(3) OPI: DNI-CLASSIFICATION
[redacted]

Classified By: Mark W. Ewing, ODNI Chief Management Officer
Reason: 1.4(c)
Declassify On: 20391231

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(U) FOREWORD

(U) The *Office of the Director of National Intelligence Classification Guide 2.1* (*ODNI CG 2.1*) provides authoritative classification guidance for ODNI information based on Executive Order (EO) 13526 and its implementing directive 32 CFR Part 2001. This Guide also reflects guidance in the Director of National Intelligence (DNI) implementing instructions, applicable Intelligence Community Directives (ICD/DCID) and Intelligence Community (IC) policies and regulations.

(U) This *Guide* is the primary source of derivative classification guidance for the ODNI. It provides for the protection of ODNI information and its availability to authorized users. All employees have a responsibility to ensure the information we work with every day is properly classified, marked, and safeguarded.

(U) The *Guide* provides classification and marking guidance for the protection of ODNI information from Unclassified to Top Secret. It is not a classification source for HUMINT Control System (HCS) or Special Access Program (SAP) information, or other categories regulated by their own, specialized program classification guides. Classifiers will refer to the applicable agency or program guide for derivative classification guidance involving SAP or other Sensitive Compartmented Information (SCI) categories.

(U) The *Guide* is produced and maintained by the IC CIO/Information Management Division (CIO/IMD) on my behalf and will be updated as necessary. Questions or comments should be directed to the Director, CIO/IMD by secure phone [redacted] or via secure e-mail to DNI-CLASSIFICATION_[redacted].

(b)(3)

Approved by: Mark W. Ewing
ODNI/Chief Management Officer

30 September 2014
Date

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(U) DOCUMENT CHANGE LOG

Revision	Date	Description of Change	Change Request(s) Assigned to the Revision*
1.0	17 Mar 08	(U) Initial issuance	NA
2.0	3 Jul 12	(U) Major revisions to initial issuance	NA
2.0	25 Jul 12	(U) (1) Revised citation under Policy from CONFIDENTIAL//FOUO to CONFIDENTIAL//REL TO USA, FVEY; (U) (2) Changed "Counterterrorism" to "Counterintelligence" in SEC S-14 citation.	IMD Approved
2.0	15 Nov 12	(U//~~FOUO~~) [redacted].	IMD Approved
2.1	30 Sep 14	(U) Replaced organizational element name changes "CAPCO" and "IDM" with "SMP" and "IMD" respectively. (U) Changed ODNI OCA instruction number 23.01 to 10.03. (U) Modified the "note" entry regarding use of 25X1 per ISOO guidance. (U) Added the three levels of classification (C, S, TS) as outlined in EO 13526 to section 2.3.1. (U) Added an additional classification block example to section 2.3.4.1, for clarity. (U) Removed "FOUO" from "fact of ODNI having a cover program." (U) Added citation for the aggregate or "top line" amount of funds requested and approved by Congress for the DoD Military Intelligence Program (MIP) for fiscal years 2007 through 2014. (U) Replaced "PHY" with "SEC" to more accurately reflect the contents of section 3.6.2. (U) Added citation covering NCIX conducting Insider Threat assessments in section 3.6.2. (U) Removed section 3.9 (TIDE) which were incorporated into the TIDE CG dated 23 Dec 13 and Admin update in April 2014. (U) Clarified when to classify ODNI resource numbers for both operational and non-operational elements in section 3.1.2 and 3.1.5.	CMO/IMD Approved

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1. (U) GENERAL INFORMATION

1.1 (U) PURPOSE

(U) The *Office of the Director of National Intelligence Classification Guide* (*ODNI CG*), hereafter referred to as the "*Guide*," is ODNI's standard reference for derivative classification determinations on ODNI information. The *Guide* implements ODNI classification policy and procedures for the use and dissemination of ODNI national security information. Based on Original Classification Authority (OCA) determinations made in accordance with ODNI Instruction No. 10.03, *DNI Delegation of Original Classification Authority*, it will be used by all ODNI personnel for their derivative classification decisions.

(U) The *Guide* covers Unclassified to Top Secret information falling under Executive Order (EO) 13526, "Classified National Security Information." Classification determinations for SCI or SAP compartmented program information shall be accomplished using the applicable program security guide. Contact CIO/IMD for additional guidance.

(U) This *Guide* will be used to make derivative classification determinations on national security information generated by ODNI. For several topics, however, the ODNI also manages information regarding the Intelligence Community (IC) as a whole; therefore, for these topics, references to the IC in the "remarks" column are for completeness in describing the data. It does not imply the *Guide* should be used to classify other IC agencies' information. Rather, it acknowledges that ODNI may generate information or policy related to the management of the IC for those topics. This ODNI-generated information may be classified using this or other topic-specific guides, usually produced under the auspices of a proponent agency.

(U) Employees or contractors who create information that requires classification are obligated to classify the information based upon this *Guide*, a source document, or a compartmented program guide/manual. Individuals who fail to protect classified information may be subject to criminal, civil, and administrative sanctions outlined in section 5.5 of EO 13526. **Over-classification shall be avoided**.

(U) A list of the documents referenced in and related to this *Guide* is detailed in Appendix A- *Reference Documents*. Appendix B provides a change request form. Appendices C and D provide a list of acronyms and a glossary of terms of commonly used phrases within classification management. Appendix E contains ODNI guidance on "For Official Use Only" information, to be used until such time as the Controlled Unclassified Information (CUI) program matures and direction from the Executive Agent (National Archives and Records Administration (NARA)) is received.

1.2 (U) AUTHORITY

(U) The authority to cite this Guide is based upon EO 13526, "Classified National Security Information" (hereafter referred to as "the Order"), Information Security Oversight Office (ISOO) Implementing Directive, "Classified National Security Information; Final Rule" (32 CFR Part 2001), National Security Act of 1947, as amended; EO 12333, "United States Intelligence Activities," as amended, and the Intelligence Reform and Terrorism Prevention Act of 2004. The Order provides for two types of classification authority: **original and derivative**. This Guide is to be used for derivative classification by all ODNI employees generating classified ODNI information.

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1.3 (U) REPRODUCTION AND RELEASE OF THE GUIDE

(U) Portions of the Guide may be extracted or reproduced by ODNI, IC and other US government agencies as needed. **The public release of the *Guide* or any portion of the *Guide* is prohibited.**

1.4 (U) RESPONSIBILITY FOR MAINTAINING THE GUIDE

(U) CIO/IMD is responsible for maintaining the *Guide*. Change requests may be sent to the CIO/IMD or DNI-CLASSIFICATION using the *Change Request Form* provided in Appendix B. Requests will be reviewed within seven business days. Determinations will be made as soon possible, but no more than 90 days from the date of receipt. Requestors will receive written notice of CIO/IMD's determination on each change request. If a request is denied the rationale for the denial will be included in the notification.

(U) Accepted requests will be incorporated into the next revision of the *Guide*. Revisions will be accomplished periodically and as circumstances require, but at least once every five years.

1.5 (U) WHEN THE GUIDE IS INADEQUATE

(U) ODNI classifiers must first consult the *Guide* to determine the appropriate level of classification for ODNI information that has been created. Should the *Guide* not provide adequate classification guidance, an Original Classification Authority must classify the data in coordination with the CIO/IMD office.

(U) Additional classification resources are available on the CIO/IMD web page on the DNI Connection. ODNI personnel are encouraged to contact the CIO/IMD for specific classification assistance using the address DNI-CLASSIFICATION.

1.6 (U) CONFLICT RESOLUTION

(U) When the classification of an item is not listed or apparent from the tables in the *Guide*, the holder shall use their judgment to mark the information with a tentative classification. Apply the notation "Pending classification review by CIO/IMD" and safeguard accordingly until the CIO/IMD determination. Forward the item and any related information to DNI-CLASSIFICATION.

(U) Information sourced from source documents not originated by the ODNI, the classifier shall observe and respect the original classification decision and carry forward to any newly created document the pertinent classification markings. Superseded or obsolete markings may be checked against *IC Register and Manual*. Additional questions should be directed to the originating office or DNI-CLASSIFICATION.

1.7 (U) SUPPLEMENTAL GUIDANCE

(U) ODNI components are encouraged to supplement the *Guide* with specialized classification guidance/instructions tailored to their particular programs or requirements. All such supplementary guidance shall be coordinated with the CIO/IMD, who exercises overall responsibility for all classification guides issued under the purview of the ODNI. CIO/IMD will insure they reflect current ODNI policies, Executive Orders and ISOO directives. Copies of all ODNI guides will be provided to CIO/IMD for entry into the ODNI central repository.

(U) **The absence of an item in the *Guide* does not imply it is Unclassified.** If the information appears to meet the criteria for classification but is not addressed in this or other applicable documents, contact CIO/IMD for guidance. Until specific guidance is received, treat the information as classified and mark it at its likely level,

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appending: "Pending classification review by CIO/IMD." Unresolved classification and dissemination questions should be addressed to DNI-CLASSIFICATION.

2. (U) CLASSIFICATION MANAGEMENT

2.1 (U) CLASSIFICATION AUTHORITY

(U) There are two types of classification authorities: Original Classification Authority (OCA) and derivative. Personnel not formally designated as an OCA are, by definition, derivative classifiers.

2.1.1 (U) ORIGINAL CLASSIFICATION AUTHORITY (OCA)

(U) Original classification is the **initial** determination that disclosure of an item of information could reasonably be expected to cause damage to the national security. The authority to classify information originally may be exercised only by:

- The President and Vice President;
- Agency heads and officials designated by the President in the Federal Register; and
- Other United States Government officials delegated this authority in writing.

(U) OCA appointments are limited to the minimum required for effective operation of the ODNI. That authority is delegated only to officials who have a demonstrable and continuing need to exercise it. A list of ODNI officials granted OCA, along with their responsibilities, is available in ODNI Instruction No. 10.03, *DNI Delegation of Original Classification Authority*.

(U) All OCA decisions shall be coordinated with CIO/IMD in order to ensure consistency and compliance with the Order. Final, original classification decisions (e.g., a copy of the classified memo or program classification guide) must be sent to the CIO/IMD within 10 days of each OCA decision to ensure proper reporting to ISOO and inclusion in the annual report to the President on ODNI classification decisions.

2.1.2 (U) DERIVATIVE CLASSIFICATION AUTHORITY

(U) Derivative classification is the paraphrasing, restating, or generating in new form information that is already classified, and marking the newly developed information consistent with the classification markings of the source of the information (e.g., classification guide). ODNI derivative classifiers will:

- Have a national security clearance;
- Have signed a non-disclosure agreement;
- Receive initial/refresher training as prescribed by the Order, ISOO and ODNI policy; and
- Avoid over-classification

2.2 (U) ELIGIBILITY FOR CLASSIFICATION

(U) Classification may be applied only to information that is owned by, produced by or for, or is under the control of the United States Government. Section 1.4 of the Order states that information shall not be considered for classification unless it concerns the following, which are noted as "Reasons" with their letters in parentheses (e.g., 1.4(d)):

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a. Military plans, weapons systems, or operations;

b. Foreign government information;

c. Intelligence activities (including covert action), intelligence sources or methods, or cryptology;

d. Foreign relations or foreign activities of the United States, including confidential sources;

e. Scientific, technological, or economic matters relating to the national security;

f. United States Government programs for safeguarding nuclear materials or facilities;

g. Vulnerabilities or capabilities of systems, installations, infrastructures, projects, plans, or protection services relating to the national security; or

h. The development, production, or use of weapons of mass destruction.

(U) Information not meeting the above criteria for classification must be considered unclassified. Dissemination controls outlined in the IC *Register and Manual* may be used if appropriate to limit access to and distribution of controlled but unclassified information (e.g., FOUO and/or PROPIN [proprietary]). See Appendix E for additional FOUO guidance.

(U) The following categories represent information which will likely be exempted from release under a Freedom of Information Act (FOIA) petition:

- Properly classified information
- Internal personnel rules and practices
- Other statutes
- Trade secrets and commercial or financial information
- Inter-agency or intra-agency information which would not be available by law to a party other than an agency in litigation with the agency (i.e.: attorney work product privileges)
- Personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy
- Records or information compiled for law enforcement purposes
- Financial or banking information
- Wells information (geological and geophysical information and data concerning wells, including maps)

(U) The Order, Section 1.7(a) mandates that information shall not be classified, continue to be maintained as classified or fail to be declassified in order to:

- Conceal violations of law, inefficiency, or administrative error;
- Prevent embarrassment to a person, organization, or agency;
- Restrain competition; or
- Prevent or delay the release of information that does not require protection in the interest of the national security.

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2.3 (U) MARKING CLASSIFIED INFORMATION

2.3.1 (U) GENERAL

(U) Classification markings are the usual means of communicating the need to protect national security information. Classification and control markings must be uniformly and conspicuously applied to all material regardless of media. Required markings include a classification banner and a classification block. In addition, portion markings are required on all classified and/or controlled information. Banners, blocks, and portion markings are described in further detail in subsequent sections.

(U) The appropriate classification level is predetermined by the derivative citation that applies to the information. The Order states that information may be classified at one of the following three levels:

- "TOP SECRET" shall be applied to information, the unauthorized disclosure of which reasonably could be expected to cause **exceptionally grave damage** to the national security;
- "SECRET" shall be applied to information, the unauthorized disclosure of which reasonably could be expected to cause **serious damage** to the national security;
- "CONFIDENTIAL" shall be applied to information, the unauthorized disclosure of which reasonably could be expected to cause **damage** to the national security.

(U) IC Classification and Control markings are maintained and implemented through the IC Markings System Register and Manual (hereafter referred to as *Register and Manual)*. The *Register and Manual* defines and describes the IC classification and control markings system. Refer to the SMP homepage on Intelink for the latest version of the *Register and Manual* to include annexes for country code and international organization values and appendices on Non-US protective markings.

(U) The Classification Management Tool (CMT) provides automated classification marking assistance and is available to every ODNI classifier in MS-Office products (Outlook, Word, Excel, PowerPoint), as well some web applications. The expectation is for ODNI classifiers to use CMT to classify their work to the greatest extent possible. The use of automated marking tools enhances the IC IT Enterprise (IC ITE) and our safeguarding posture.

(U) All information created by ODNI employees will be marked in accordance with the marking requirements outlined in ICD 710, *Classification Management and Control Marking System* and as illustrated in the latest version of the *Register and Manual*. Markings apply to all classified information and unclassified information with dissemination controls regardless of format and shall be affixed to ensure a standardized, visible means as to the sensitivity of the information. **All classified information** will contain portion markings, a banner and the appropriate classification block.

(U) Classification and dissemination control marking requirements apply to all information, regardless of format or medium, printed or electronic (e.g., text, image, graphics, web pages, wikis, blogs, cables). "Document" denotes any human-readable medium, but is not meant to limit the materials requiring classification and dissemination markings.

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2.3.2 (U) PORTION MARKING

(U) The Order requires that each portion of a document be marked to indicate its classification level. **Portion marks are required on all classified and/or controlled information, including FOUO material or information with dissemination control markings.** Portions are ordinarily defined as paragraphs, but also include subjects, titles, graphics, and the like. Numbered or bulleted lists inherit the portion mark of their parent unless otherwise marked.

(U) The beginning of each portion of a document shall be marked with a parenthetical symbol to indicate the portion's classification level and any applicable control markings. The symbols (TS), (S), (C), and (U) are used to denote the applicable classification level. Portion markings shall follow the official *Register and Manual* format and abbreviations for portion marking. Declassification markings are not included in portion marks. The Director of ISOO may grant a waiver from portion marking. Waivers are granted for limited and specific categories of information. Portion marking waivers have been granted to the IC by the ISOO for certain IC data types. Contact CIO/IMD or NCIX/SMP for information concerning approved portion marking waivers.

2.3.3 (U) CLASSIFICATION BANNER MARKING

(U) All classified documents (and controlled unclassified documents) require a classification banner indicating the highest classification level and most restrictive control markings. The banner is the principal mechanism for documenting the sensitivity of the information contained in the document. See the ISOO Implementing Directive guidance, Section 2001.21(b) for additional information.

(U) For media formats (such as web pages) that do not allow for standard headers and footers as described above, a good faith effort must be made to ensure that the banner is displayed conspicuously and that it will remain with the information. See the IC *Register and Manual* for additional information.

(U) Portion markings are the basis for a document's overall classification and thus its banner. The exception is a compilation of information that is either unclassified or the individual elements of which are of a lower classification than their collective restriction warrants. This "classification by compilation" or "aggregation" is discussed at Section 2.8, Compilation of Information. Refer to the *Register and Manual* for detailed guidance.

2.3.4 CLASSIFICATION BLOCKS

(U) All **derivatively classified** documents require a **three-line classification block** consisting of:

- **Classified By** - Cite the derivative classifier's agency identification number (AIN) or their name and position. For ODNI employees, use of the AIN is strongly encouraged.
- **Derived From** - Concisely identify the source document or the classification guide on the "Derived From" line, including the agency and, where available, the office of origin, and the date of the source or guide used for the classification determination.
- **Declassify On** - Cite the date, event, or exemption that corresponds to the lapse of the information's national security sensitivity either carried forward from the source document's "Declassify On" line, or from the applicable classification guide.

(U) If the decision to classify is based on a source document, then the source document title must be identified and referenced on the "Derived From" line of the classification block, followed by the origination or creation date of the source. When derivatively classifying from more than one classified source, use "Multiple Sources" as the "Derived From" value, and use the **longest classification duration** from among the sources as the

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"Declassify On" value. The derivative classifier shall include a listing of the derivative source materials as footnotes, endnotes or in a separate derivative source listing within the document.

(U) A number of declassification values have been **retired or declared invalid**. Refer to the *Register and Manual* for re-use procedures regarding these values. Examples include:

- "Originating Agency's Determination Required", "OADR", or "Source Marked OADR, date of source [value]"
- "Manual Review", "MR", or "Source Marked MR, date of source [value]"
- Any of the exemption markings "X1", "X2", "X3", "X4", "X5", "X6", "X7", and "X8" or "Source Marked X1-X8, date of source [value]"
- "DNI Only" or "DCI Only"
- "Subject to treaty or international agreement"
- 25X1-human

2.3.4.1 (U) CLASSIFICATION BLOCK EXAMPLES

(U) OCA

Classified By: John P. Jones, ODNI/NIM Cyber
Reason: 1.4(c)
Declassify On: 20391231

(U) Derivative

Classified By: 1234567
Derived From: ODNI POL S-14
Declassify On: 20391231

-or-

Classified By: 1234567
Derived From: ODNI CG v2.0, 3 July 2012
Declassify On: 20191231

(U) Though the above are the standard classification block layouts, when a document's structure requires it, a single-line horizontal block is acceptable. However, **it must remain conspicuous and on the first page** of the document. Example:

CL BY: 1234567; DRV FROM: ODNI ANA S-14 (or ODNI CG V2.0, 3 JUL 12); DECL ON: 20391231

2.3.4.2 (U) DETERMINING THE DERIVED FROM VALUE

(U) The Derived From value in the classification block is based on one of three sources:

- One or more classified source documents
- A derivative citation from the ODNI Classification Guide
- Another applicable classification guide

(U) If the decision to classify is based on a source document, its title and date will be cited on the *Derived From* line. When a document is classified derivatively on the basis of more than one source document or classification guide, the *Derived From* line will be: "Derived From: Multiple Sources." The classifier must include a list of the derivative sources within the document's body or in footnotes or endnotes.

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(U) When a source document is itself marked "Classified By: Multiple Sources," the classifier may cite the source document on the *Derived From* line rather than "Multiple Sources." Should the source be originally classified (OCA), its "Reason" line is not transferred to the derivative document.

2.4 (U) OTHER DOCUMENT MARKINGS

(U) Descriptive and/or dissemination control markings that provide further instructions for handling the information, but which are not classification markings, may also be used with ODNI information. Consult the latest on-line version of the *Register and Manual* for guidance.

2.5 (U) UNUSUAL MARKINGS ON SOURCE DOCUMENTS

(U) ODNI personnel may occasionally encounter documents (paper or electronic) bearing unfamiliar classification markings which are not identified in the *Register and Manual*. The document should be protected in the same way as an ODNI-produced restricted dissemination document, and guidance should be requested from CIO/IMD regarding its use, dissemination and disposition. CIO/IMD will coordinate with appropriate authorities for guidance.

2.6 (U) MARKING WEB PAGES, WIKIS, BLOGS, AND INSTANT MESSAGES

(U) Classification markings including a classification block, banner and portion markings are required on **all classified** and **unclassified information with dissemination controls**, regardless of medium or format. This includes web pages, wikis, blogs and instant messages. See the ISOO Implementing Directive guidance, Section 2001.23 for additional information.

2.7 (U) CLASSIFICATION LEVEL AND CONTROL MARKING CHALLENGES

(U) Holders of ODNI information who believe the classification or control markings used on a document are improper are **encouraged and expected** to challenge those markings. Classification and control marking challenges should be submitted to the CIO/IMD for initial review and determination. Internal classification and control marking challenges should be submitted to DNI-CLASSIFICATION. The CIO/IMD is responsible for processing classification and control marking challenges, including all correspondence with the challenger. While those procedures are underway **the information must be protected at its currently-marked security level**. These procedures are governed by the Order, Section 1.8 Classification Challenges, and its implementing directive, 32 CFR Part 2001, §2001.14 Classification Challenges.

(U) Within 10 business days the CIO/IMD shall provide to the ODNI challenger acknowledgment of the challenge and a copy of the challenge procedures.

(U) The CIO/IMD shall forward the challenge to the ODNI OCA(s) with jurisdiction over the information for review and a determination. The CIO/IMD may solicit input from others with equities in or expertise relevant to the challenge. All responses from the OCA(s) and other parties should be provided within 30 days.

(U) The CIO/IMD shall provide a written response to the challenger within 60 days of receipt of the challenge. If unable to respond to the request in that period, CIO/IMD shall notify the requestor in writing within 60 days and provide the date by which a response will be issued. For internal challenges of ODNI information, this notification shall include a statement that if no response is received within 90 days, the challenger has the right to forward a classification challenge to the ISCAP.

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(U) For procedures on IC marking challenges, refer to NCIX memorandum 260-11, or contact the NCIX Special Security Directorate.

(U) Challenges by ODNI personnel to the classification of information belonging to another agency are controlled by the originating agency's regulations. However, ODNI has points of contact at other agencies with which they can broach re-grading and declassification issues. Thus, ODNI personnel wishing to challenge another agency's classification must first exhaust ODNI procedures. Further information is available from CIO/IMD.

2.8 (U) COMPILATION OF INFORMATION

(U) Information that individually is unclassified or classified at a lower level, may become classified or classified at a higher level when aggregated or compiled in a single document, if the compiled information reveals an additional association or relationship that meets the standards for classification under the Order, and is not otherwise revealed in the individual data items. When a classification determination is made based on compilation, clear instructions must appear with the compiled information as to the circumstances under which the individual portions constitute a classified compilation, and when they do not.

(U) Employees or contractors who find it appropriate to classify compilations of unclassified items should cite the applicable derivative citations from this Guide (see MOS C-14).

2.9 (U) INFORMATION SHARING AND DISSEMINATION

(U) The President and DNI have emphasized the need to ensure the timely and efficient flow of information to our closest allies. Accordingly, the use of restrictive markings (i.e., NOFORN and ORCON) ***should be the exception*** rather than the rule. The presumption of disclosure and release should be the primary consideration in the preparation and dissemination of classified ODNI Intelligence information.

2.10 (U) PUBLIC RELEASE

(U) The fact that some ODNI information is marked **unclassified does not authorize public release**. Prior to its release, unclassified information must be approved by the DNI Pre Publication Team. The release of unclassified and unclassified information with dissemination controls to other US Government agencies in the course of Government business does not require CIO/IMD review and approval. These include: federal, state, local and tribal offices, their staffs and contractors. However, the recipient must be made aware of the public release restrictions and be able to adequately protect the information. Submit requests for public release to DNI-Pre-Pub [redacted]. Refer to ODNI Instruction 80.04 for guidance.

(b)(3)

2.11 (U) FOREIGN DISCLOSURE

(U) All requests for foreign disclosure not covered in this Guide must be coordinated with and approved by the ODNI Assistant Director for Partner Engagement (ODNI/PE).

2.12 (U) FOREIGN INTELLIGENCE SURVEILLANCE ACT (FISA)

~~(S//NF)~~ Section 3.3.1 below establishes specific classification guidance for the NCTC FISA program. This section should be used as the primary source for derivatively classifying information dealing with NCTC FISA-acquired or FISA-derived information (i.e., raw FISA-acquired information NCTC receives from FBI and NCTC-minimized FISA information).

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(U) FISA warning(s) are required when FISA information is included in a document. Their texts vary based on the direction of the agency involved and any case-specific guidance from the Department of Justice or the FISA Court. Thus, a single document may carry one or more warnings.

(U) Use and Placement.

- FISA warnings will be co-located with the FISA-derived information. For media in which the placement of FISA warnings with the FISA data is not possible, the warning covering the majority of the FISA information must appear at the top of the first printed or viewed page of the document.
- All documents containing FISA information shall be portion marked. This applies to unclassified and classified information (including commingled) information. When used, the "FISA" control marking shall be included in the banner.

(b)(3)

~~(S//NF)~~ [redacted] information will not be disclosed, downgraded, declassified or disseminated to foreign, state, local, or tribal government partners unless otherwise agreed to on a case-by-case basis. Contact the NCTC FISA Coordinator for guidance.

(U) For further guidance on FISA policy contact ODNI/OGC, NCTC/Legal or the NCTC FISA Coordinator at: NCTC_FISA_Coordinator[redacted] or via secure telephone to [redacted] (b)(3)

2.13 (U) FOREIGN GOVERNMENT INFORMATION (FGI)

(U) The unauthorized disclosure of foreign government information (FGI) is presumed to cause damage to US national security. It thus requires that FGI shall retain its original classification markings or shall be assigned a US classification providing a degree of protection at least equivalent to that required by the entity that furnished the information. Whether the information retains its original markings or is brought into the US classification system is based on the governing treaty or international agreement. Refer to the IC *Register and Manual* for additional details.

(U) If the identity of the specific foreign government(s) providing the information must be concealed in a US intelligence document, then the document's classification banner shall include the "FGI" marking without any specific country trigraphs, and pertinent information shall be portion marked "FGI" together with the classification level, for example, "(//FGI C)." When this occurs, a separate record that identifies the foreign government shall be maintained in order to facilitate possible subsequent declassification actions.

(U) If the identity of the specific foreign government(s) providing the information does not have to be concealed in a US intelligence document, then the document's classification banner shall include the "FGI" marking with the specific country trigraphs, and pertinent information shall be portion marked with the country of origin and the classification level, for example "(//GBR S)."

2.14 (U) TRANSMITTAL DOCUMENTS

(U) The highest classification level of the information being transmitted should be placed at the top and bottom of each page of all transmittal documents, which may include cover memos, cover sheets, or routing sheets. If the transmittal document is completely unclassified or contains information classified at a lower level than the information being transmitted, then a statement such as the following should be placed on the face of the document: "Upon removal of attachment(s), this document is [Classification Level]"

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(U) When an electronic document contains a file attachment or other embedded information, that document is considered a transmittal document for classification purposes. The overall classification markings for the electronic document should reflect the most restrictive markings of all embedded or included information.

(U) In contrast, links (such as hyperlinks or "doclinks") that merely direct readers to other distinct documents are generally UNCLASSIFIED; they should not reflect the classification of the link's destination file. For clarity, a notice may be included after a link to indicate that it will take the reader to a classified document. Example hyperlink: (U) **Link to Final Report** (Report is TOP SECRET)

(U) When the transmittal document and its attachment are unclassified (and do not carry additional control markings), the classification block is not required.

2.15 (U) COVER SHEETS

(U) Cover sheets shall be used when practicable to guard against unauthorized disclosure. When transporting classified information outside of ODNI main facilities, use of double-wrapped enveloped and/or lockable pouches is required.

2.16 (U) DECLASSIFICATION AND RE-GRADING

(U) Maintaining a security classification beyond its usefulness is costly, administratively burdensome. The Order requires that at the time information is classified, the classifier should address downgrading and declassification, if applicable. Downgrading and declassification are usually associated with a predetermined date or a specific event.

(U) Re-grading is changing the classification level, either higher or lower. Downgrading is lowering the classification. All such actions should be coordinated with CIO/IMD. Only an OCA may downgrade or re-grade ODNI information and **only after coordinating the details with CIO/IMD. Derivative classifiers do not have authority to declassify or downgrade** information or documents. Extracting portions that are properly marked to produce another document at a different classification level than the original document (through sanitization or redacting of sensitive sources and methods) does not constitute downgrading or re-grading. For assistance with sanitizing or redacting, contact CIO/IMD.

(U) The Order provides for automatic declassification of all classified records that are more than the current date plus 25 years unless the information has been deemed exempt from automatic declassification and falls into one of the following categories:

- (50X1-HUM) information which would clearly and demonstrably be expected to reveal the identity of a confidential human source or human intelligence source;
- (50X2-WMD) information which would clearly and demonstrably be expected to reveal key design concepts of weapons of mass destruction;
- (25X1) information which reveals a relationship with an intelligence or security service of a foreign government or international organization, or a non-human intelligence source; or reveals information which impairs the effectiveness of an intelligence method currently in use, available for use, or under development;
- (25X2) reveal information that would assist in the development, production, or use of weapons of mass destruction;
- (25X3) reveal information that would impair US Cryptologic systems or activities;

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- (25X4) reveal information that would impair the application of state-of-the-art technology within a US weapon system;
- (25X5) reveal formally named or numbered US military war plans that remain in effect, or reveal operational or tactical elements of prior plans that are contained in such active plans;
- (25X6) reveal information, including foreign government information, that would cause serious harm to relations between the US and a foreign government, or to ongoing diplomatic activities of the US;
- (25X7) reveal information that would impair the current ability of the U.S. government officials to protect the President, Vice President, and other protectees for whom protection services, in the interest of the national security, are authorized;
- (25X8) reveal information that would seriously impair current national security emergency preparedness plans or reveal current vulnerabilities of systems, installations, or infrastructures relating to the national security or;
- (25X9) violate a statue, treaty, or international agreement that does not permit the automatic or unilateral declassification of information at 25 years.

*Note: Use of "25X1-human" as a "declassify on" entry is prohibited. Classifiers shall use 50X1-HUM if the confidential human source is clearly revealed. Contact CIO/IMD for additional guidance as needed.

(U) Information exempted from 25, 50 or 75 year automatic declassification shall be marked indicating such on the *Declassify On* line of the classification block followed by the applicable Interagency Security Classification Appeals Panel (ISCAP)-approved duration.

(U) Examples:

Declassify On: 25X1, 20641231

Declassify On: 50X1-HUM

Declassify On: 50X2-WMD

Declassify On: 50X1, 20871231

Declassify On: 75X1, 20871231

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3.1 (U) ADMINISTRATION

3.1.1 (U) FINANCE (FIN)

Item	Level	Derivative	Dissem Control	Reason	Declass On	OCA	Remarks
(U) The fact that the ODNI manages the budget for the National Intelligence Program (NIP)	**U**						
(U) The aggregate or "top line" amount of funds appropriated by Congress to the National Intelligence Program for fiscal years 2007 and beyond.	***U**						(U) Only applicable from 2007 and later. Previous top line budget amounts remain classified. (See * below. Contact ODNI/CFO for additional guidance as needed.) (U) Any subsidiary information concerning the intelligence budget, whether the information concerns particular intelligence agencies or particular intelligence programs is classified and will not be disclosed. Information below the top-line figure may cause harm to the national security. The only exception to the foregoing are for unclassified appropriations, primarily for the Community Management Account.
(U) The aggregate or "top line" amount of funds requested and approved by Congress for the DoD Military Intelligence Program (MIP) for fiscal years 2007 through 2014.	**U**						(U) No other MIP budget figures or program details will be released, as they remain classified for national security reasons.
(U) Budget or financial information directly tied to the	**S**	ODNI	NOFORN	1.4(c)	Current	DNI	(U) Minimum SECRET//NOFORN. May be

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3.1.1 (U) FINANCE (FIN) Continued

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) ODNI financial information inclusive of budget, personnel, expenditure, and appropriations data, to include related guidance, procedures, agreements, or disbursement techniques associated with ODNI administrative operations or projects/activities below the Directorate or Mission Manager level.	**U**		FOUO				(U) Unclassified, so long as the release of such information will not lead to knowledge of or insight into an intelligence community mission, sensitive program, target, vulnerability, capability, or intelligence source and method or budget information for any IC component – including the ODNI. (U) Example: Overall budget of administrative functions for ODNI/HR, CHCO or PAO etc., is FOUO.
(U) Specific information regarding ODNI or IC agency Directorate or Mission Manager-level fiscal matters inclusive of budget, expenditure, funding, and appropriations data, to include related guidance, procedures, agreements, or disbursement techniques, the release of which would provide the level of effort committed or insight into capabilities or intelligence sources or methods.	**S**	ODNI FIN-S-14	NOFORN	1.4(c)	Current date + 25 years	DNI	
(U) Detailed information regarding ODNI and IC fiscal matters inclusive of budget, manpower, expenditures, funding, and appropriations data, to include related guidance, procedures, agreements, vulnerabilities, or disbursement techniques related to the National Intelligence Program (NIP), or the financial condition and resources of the IC as a whole.	**TS**	ODNI FIN-T-14	NOFORN	1.4(c)	Current date + 25 years		(U) A higher classification or additional markings may be required for compartmented information or programs. Consult with appropriate Program Compartment Guide or NCIX for compartmented info.

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3.1.2 (U) HUMAN RESOURCES MANAGEMENT (HRM)

Item	Level	Derivative	Dissem Control	Reason	Declass On	OCA	Remarks
(U) The fact that ODNI has an active recruitment, assessment, selection, and evaluation process to hire ODNI staff.	U						
(U) The fact that an overt employee (including their name) works for the ODNI as a staff person, detailee, or contractor.	U						
(U) General information regarding ODNI staff recruitment, assessment, selection, and evaluation process.	U						
(U) Specific information concerning ODNI staff recruitment, assessment, selection, and evaluation of applicants that reveals information which would allow this process to be circumvented.	S	ODNI HRM S-14	NOFORN	1.4(c)	Current date + 25 years		
(U) General information concerning ODNI workforce, mission areas and administrative functions that do not describe the workforce structure in any detail or include, names, titles, assignments or locations.	U		FOUO				(U) Does not include: - Specific number of staff, government and contractors in the operational areas (i.e., IARPA, DDII, NIC, NCTC, NCPC, ONCIX, NIEMA, NIM staffs, and the IC CIO), implying priorities and scope, providing insight into sensitive aspects of operational or sensitive missions areas. - Resource totals. (U) When in doubt, contact DNI-Classification for guidance.
(U) Total number of ODNI or IC staff employees authorized or assigned.	S	ODNI HRM S-14	NOFORN	1.4(c)	Current date + 25 years	DNI	(U) Includes organizational charts where resource numbers can be deduced for the operational elements within the ODNI.

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AT&F, SRA, CHCO, CFO, CIO/IMD, MSD, ISE, OGC, CLPO, PAO, IC IG, EEOD and OLA, etc.							- IC IG has 32 employees assigned. - SRA has 10 staff and 3 detailees assigned. (U) When in doubt, contact DNI-Classification for guidance.
(U) The aggregate listing of names and official titles of ODNI employees.	**S**	ODNI HRM S-14	NOFORN	1.4(c)	Current date + 25 years		Only applicable from 2007 and later.
(U) The aggregate listing of names and official titles of IC employees.	**TS**	ODNI HRM T-14	NOFORN	1.4(c)	Current date + 25 years	DNI	

3.1.3 (U) LOCATION (LOC)

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) The fact that ODNI Headquarters is located within the Liberty Crossing Compound in the Tyson's Corner Area of Virginia.	**U**						(U) Including the physical address of ODNI.
(U) The fact that ODNI operates in facilities other than Liberty Crossing.	**U**						
(U) The name and abbreviation of a specific overt ODNI location in the Washington Metropolitan Area.	**U**						(U) May be FOUO do to aggregation.
(U) The association of the ODNI with a covert location.	**C**	ODNI LOC C-14	NOFORN	1.4(c)	Current date + 25 years		(U) Refer to specific (covert) agency classification guidance for additional details.
(U) The names and abbreviations of ODNI locations in the Washington Metropolitan Area, both overt and covert.	**S**	ODNI LOC S-14	NOFORN	1.4(c)	25X1 + 50 years		

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3.1.4 (U) AGGREGATION OR MOSAIC (MOS)

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) Individually unclassified or controlled unclassified data items that in the compilation or aggregation would provide insight into ODNI's or IC's organization, functions, staffing, activities, capabilities, vulnerabilities, or intelligence sources or methods.	C	ODNI MOS C-14	NOFORN	1.4(c)	Current date + 25 years		(U) May be REL TO USA, FVEY depending on the issue. Contact ODNI Partner Engagement (ODNI/PE) for guidance. (U) Example 1. Work products must be examined from an outsider's perspective to ensure adversaries cannot derive classified information from various unclassified sources. Unclassified "puzzle pieces" can sometimes be assembled to form a classified "picture" or unintentionally paint a red X on a weak spot in your ability to perform or maintain your mission at acceptable levels. (U) Example 2: Unclassified budget information could be paired with other unclassified acquisition or requirements information to show an agency's vulnerability or shortfall in protection mechanisms for IT or physical security systems. (U) Example 3: We would not want our adversaries to know that we did not properly budget to provide 24/7 police coverage of the entry points to the facility or to purchase necessary equipment to secure all building entry

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3.1.5 (U) ORGANIZATION AND ASSOCIATIONS (ORG)

Data	Level	Derivative	Dissem Control	Release	Declass On	OCA	Remarks
(U) Fact/existence of the Office of the Director of National Intelligence (ODNI).	U						
(U) Fact that the Director of National Intelligence (DNI) serves as the head of the Intelligence Community (IC).	U						
(U) The ODNI senior position titles, acronyms and abbreviations.	U						
(U) Fact that DNI serves as principal advisor to the President; the National Security Council, and Homeland Security Council for intelligence matters related to the national security.	U						
(U) Fact that DNI directs the implementation of the US government's National Intelligence Program (NIP) and special activities as directed by the President.	U						
(U) ODNI organization charts that provide the existing or planned structure, positions and names assigned at the DNI, PDDNI, CMO, and/or DDNI/II level and one level below.	U						(U) Includes Chiefs of Staff, Executive-level Offices, Directorates, Centers, Administration, and Mission Managers.
(U) Organization charts that provide specific details on the existing or planned structure of ODNI administrative, support or non-operational areas which include names, resource numbers, assignments or locations	U		FOUO				(U) Includes: P&S, PE, AT&F, SRA, CHCO, CFO, CIO/IMD, ISE, OGC, CLPO, PAO, IC IG, EEOD and OLA, etc. (U) When in doubt, contact DNI-Classification

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3.1.5 (U) ORGANIZATION AND ASSOCIATIONS (ORG) Continued

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) The fact that there are NIMs dedicated to specific countries or areas of responsibility.	U						
(U) The fact that NIMs produce Unifying Intelligence Strategies (UIS).	U						
(U) The fact that that NIMs produce UIS' for Counterterrorism (CT) and Counterproliferation (CP).	U						
(U) The fact of a named regionally or functionally focused UIS, other than Counterterrorism or Counterproliferation.	U		FOUO				(U//~~FOUO~~) Example: [redacted] is U//FOUO.
(U) The fact of a UIS that focuses on a named country.	U		FOUO				(U//~~FOUO~~) Example: [redacted] is U//FOUO.
(U) The fact of a UIS that focuses on a named topic, a component thereof, lone actor or non-state actor.	U		FOUO				(U) Classification may be higher depending on the specific topic or named actor.

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3.1.6 (U) PROCUREMENT (PRO)

(b)(3)

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) General information regarding an overt contract that does not provide insight into capabilities, vulnerabilities, or intelligence sources or methods.	U						(U) May require PROPIN or be Contract Sensitive. (U) Includes [redacted] contracts.
(U) Specific details regarding a [redacted] contract, to include the fact of the affiliation between contractor and customer.	C	ODNI PRO C-14	NOFORN	1.4(c)	25X1 + 50 years	[redacted]	(U) Refer to appropriate procurement agency for guidance. (U//~~FOUO~~) See [redacted] contact [redacted] for current guidance.
(U) Specific details regarding a [redacted] contract, to include the fact of the affiliation between contractor and customer.	S	ODNI PRO S-14	NOFORN	1.4(c)	25X1 + 50 years	[redacted]	(U) Includes specific information pertaining to covert contracting procedures. (U) Refer to appropriate procurement agency for guidance. (U//~~FOUO~~) See [redacted] contact [redacted] for current guidance.

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3.2 (U) ANALYSIS (ANA)

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) General information on analytic methodologies for sensitive data sets.	C	ODNI ANA C-14	REL TO USA, FVEY	1.4(c), (g)	Current date + 25 years		(U) Does not include specifically authorized documents produced by NCTC or the NIC as part of USG specific analyses or assessments which are unclassified for FOUO.
(U) Intelligence analysis that provides **general** information regarding sensitive or classified collection systems or data sets, or intelligence sources and methods.	C	ODNI ANA C-14	REL TO USA, FVEY	1.4(c)	Current date + 25 years		(U) May contain compartmented information. Refer to appropriate Program Security Officer / Program Security Guide for additional information.
(U) Intelligence analysis that provides **specific** information regarding sensitive or classified collection systems or data sets, or intelligence sources and methods.	S	ODNI ANA S-14	REL TO USA, FVEY	1.4(c)	Current date + 25 years		
(U) Intelligence analysis that provides specific information regarding sensitive or classified collection systems or data sets, or intelligence sources and methods which if revealed, would nullify or measurably reduce their effectiveness.	TS	ODNI ANA T-14	NOFORN	1.4(c)	Current date + 25 years		(U) Contact ODNI Partner Engagement (ODNI/PE) for foreign disclosure guidance.

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3.3 (U) COLLECTION (COL)

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) Fact that ODNI relies on the results of IC collection sources and methods in protecting our National Security.	U						
(U) Information regarding the management activities of a collection program or system that is not associated with a specific collection mission and does not provide any precision or enumeration specific to that mission.	U		FOUO				(U) Includes program organization, management, business processes, relationships, coordination, and oversight. Refer to applicable agency or program classification guide for more detailed guidance.
(U) Information concerning IC collection and content acquisition capabilities aimed at foreign media and other publicly available material where disclosure could be detrimental to US collection efforts.	C	ODNI COL C-14	NOFORN	1.4(c)	Current date + 25 years		
(U) Information describing or derived from a US or foreign collection system, program, requirement, or research and development (R&D) effort where disclosure would reveal general US or foreign collection capability, or interest.	S	ODNI COL S-14	NOFORN	1.4(c), (g)	Current date + 25 years		(U) Includes program organization, management, business processes, relationships, coordination, and oversight. Refer to applicable agency or program classification guide for more detailed guidance.
(U) Information describing or derived from a US or foreign collection system, program, requirement, or R&D effort where disclosure would hinder US collection.	S	ODNI COL S-14	NOFORN	1.4(c)	Current date + 25 years		(U) Contact ODNI Partner Engagement (ODNI/PE) for foreign disclosure guidance.
(U) Information describing or derived from a US or foreign collection system, program, requirement, or R&D effort where disclosure would lessen US intelligence or collection advantage.	S	ODNI COL S-14	NOFORN	1.4(c)	Current date + 25 years		(U) Contact ODNI Partner Engagement (ODNI/PE) for foreign disclosure guidance.
(U) Information describing or derived from a US or foreign collection system, program, requirement, or R&D	TS	ODNI COL T-14	NOFORN	1.4(c), (g)	Current date + 25 years		(U) Contact ODNI Partner Engagement (ODNI/PE) for foreign disclosure guidance.

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3.3 (U) COLLECTION (COL) Continued

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) Information describing or derived from a US or foreign collection system, program, requirement, or R&D effort where disclosure would result in loss of US collection.	**TS**	ODNI COL T-14	NOFORN	1.4(c), (g)	Current date + 25 years		(U) Contact ODNI Partner Engagement (ODNI/PE) for foreign disclosure guidance.
(U) Information describing or derived from a US or foreign collection system, program, requirement, or R&D effort where disclosure would reveal specific US or foreign collection capability, interest, or vulnerability, result in loss of US collection, and/or negate US intelligence or collection advantage.	**TS**	ODNI COL T-14	NOFORN	1.4(c), (g)	Current date + 25 years		(U) Contact ODNI Partner Engagement (ODNI/PE) for foreign disclosure guidance.

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3.3.1 (U) FOREIGN INTELLIGENCE SURVEILLANCE ACT (FISA)

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) The fact that NCTC uses FISA-acquired and FISA-derived information in its analysis and in its intelligence products.	U						(U) UNCLASSIFIED when used generically.
(U) Information obtained by, or derived from, an investigative technique requiring a FISA Court order or other FISA authorized collection ("FISA Information").	S	ODNI FISA S-14	NOFORN// FISA	1.4(c)	Current date + 25 years	FBI	(U) May be classified higher based on individual collection agency or assisting agency classification guidance.
(U) Use of FISA-acquired and FISA-derived information when connected to a particular target or analytic judgment in intelligence products or analysis.	S	ODNI FISA S-14	NOFORN// FISA	1.4(c)	Current date + 25 years		(U) May be classified higher based on individual collection agency classification guidance.
~~(S//NF)~~ The fact of NCTC's access to and use of raw, unminimized FISA-acquired information.	S	ODNI FISA S-14	NOFORN	1.4(c)	Current date + 25 years		
~~(S//NF)~~ The process and procedures of making raw, unminimized FISA-acquired information available to NCTC personnel.	S	ODNI FISA S-14	NOFORN	1.4(c)	Current date + 25 years		
~~(S//NF)~~ NCTC's Standard Minimization Procedures.	S	ODNI FISA S-14	NOFORN	1.4(c)	Current date + 25 years	AG	
~~(S//NF)~~ The policies, process, and procedures for implementing NCTC's Standard Minimization Procedures.	S	ODNI FISA S-14	NOFORN	1.4(c)	Current date + 25 years		
~~(S//NF)~~ The fact that NCTC employees are required to sign a Letter of Consent to View and Work with Objectionable Material in order to access unminimized	S	ODNI FISA S-14	NOFORN	1.4(c)	Current date + 25 years		

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3.3.1 (U) FOREIGN INTELLIGENCE SURVEILLANCE ACT (FISA) Continued

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) Budget or finance information to support the NCTC FISA program.	S	ODNI FISA S-14	NOFORN	1.4(c)	Current date + 25 years		
(U) The fact that NCTC has a FISA Coordinator (FC) who serves as the focal point for managing the implementation of NCTC's FISA authorities and responsibilities.	U						
(U) The general description of the FISA Coordinator's responsibilities.	U						~~(S//NF)~~ May be classified higher when the information includes a reference to NCTC's raw, unminimized FISA authorities and processes.
(U) The fact that NCTC has individuals who function as FISA Analysts or FISA Advanced Analysts.	U						(U) May be classified higher when associated with a description of the FISA Analyst role and corresponding data accesses.
~~(S//NF)~~ The fact that NCTC has individuals who function as FISA Minimization Approvers.	S	ODNI FISA S-14	NOFORN	1.4(c)	Current date + 25 years		
(U) The fact that NCTC has individuals who function as FISA Dissemination Nominators.	U						(U) May be classified higher when associated with a description of the FISA Dissemination Nominator role and corresponding data accesses.
(U) The fact that NCTC has individuals who function as FISA Dissemination Approvers.	U						(U) May be classified higher when associated with a description of the FISA Dissemination Approver role and corresponding data accesses.
(U) The fact that NCTC has individuals who function as FISA Notification Points of Contact (POCs)	U						(U) May be classified higher when associated with a description of the FISA Notification POC role and corresponding data accesses.

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3.3.1 (U) FOREIGN INTELLIGENCE SURVEILLANCE ACT (FISA) Continued

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) The fact that NCTC has individuals who function as FISA Systems Administrators.	U						(U) May be classified higher when associated with a description of the FISA System Administrator role and corresponding data accesses.
(U//~~FOUO~~) Descriptions of the various FISA roles and corresponding data accesses.	S	ODNI FISA S-14	NOFORN	1.4(c)	Current date + 25 years		~~(S//NF)~~ Applies to the FISA Analyst, FISA Advanced Analyst, Minimization Approver, Dissemination Nominator, Dissemination Approver, Notification POC, FISA Auditor, FISA System Administrator roles.
(U//~~FOUO~~) [redacted].	U	FOUO					(U) May be classified higher if this information is associated with the specifics of particular types of audits and their results.
(U//~~FOUO~~) The fact that NCTC audits and reports on all searches of FISA data [redacted].	U	FOUO					(U) May be classified higher if this information is associated with the results of the audits.
~~(S//NF)~~ The fact that NCTC audits and reports on all [redacted]	S	ODNI FISA S-14	NOFORN	1.4(c)	Current date + 25 years		
~~(S//NF)~~ The fact that NCTC audits and reports on all [redacted]	S	ODNI FISA S-14	NOFORN	1.4(c)	Current date + 25 years		
~~(S//NF)~~ The fact that NCTC audits and reports on all [redacted]	S	ODNI FISA S-14	NOFORN	1.4(c)	Current date + 25 years		

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(b)(1)

3.3.1 (U) FOREIGN INTELLIGENCE SURVEILLANCE ACT (FISA) Continued

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
~~(S//NF)~~ The fact that NCTC audits and reports on [redacted]	S	ODNI FISA S-14	NOFORN	1.4(c)	Current date + 25 years		
~~(S//NF)~~ The results of various types of [redacted]	S	ODNI FISA S-14	NOFORN	1.4(c)	Current date + 25 years		
~~(S//NF)~~ [redacted]	S	ODNI FISA S-14	NOFORN	1.4(c)	Current date + 25 years		
(S//NF) [redacted]	S	ODNI FISA S-14	NOFORN	1.4(c)	Current date + 25 years		
(U) The content of NCTC FISA training.	S	ODNI FISA S-14	NOFORN	1.4(c)	Current date + 25 years		
~~(S//NF)~~ The identification of the [redacted]	S	ODNI FISA S-14	NOFORN	1.4(c)	Current date + 25 years		

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3.4 (U) POLICY, PLANS, AND REQUIREMENTS

(b)(3)

3.4.1 (U) REQUIREMENTS MANAGEMENT (REQ)

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) The fact that ODNI manages national intelligence requirements.	U						(U) Includes Transnational Crime Strategy requirements.
(U//~~FOUO~~) The fact that ODNI provides national intelligence assets to meet [redacted].	U		FOUO				
(U) General ODNI customer requirements.	U		FOUO				(U) May be classified based on content.
(U) **General** information concerning customer requirements which reveals US intelligence activities, capabilities, targets, sources, or methods.	C	ODNI REQ C-14	REL TO USA, FVEY	1.4(c)	Current date + 25 years		(U) May be NOFORN depending on content. (U) Includes support for military, policy & diplomatic, maritime and aviation, Homeland Security and law enforcement intelligence requirements.
(U) **Specific** information concerning customer requirements which reveals US intelligence activities, capabilities, targets, sources, or methods.	S	ODNI REQ S-14	REL TO USA, FVEY	1.4(c)	Current date + 25 years		(U) May be NOFORN depending on content. (U) Includes support for military, policy & diplomatic, maritime and aviation, Homeland Security and law enforcement intelligence requirements.
(U) Specific information concerning an intelligence collection program and capability to address a specific	TS	ODNI REQ T-14	REL TO USA, FVEY	1.4(c)	Current date + 25		(U) Includes: - support for military

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3.4.2 (U) POLICY AND PLANS (POL)

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) The fact that the Intelligence Community is directed by the ODNI for IC-wide policies and plans.	U						
(U) Information regarding strategic intelligence policy and planning activities that is not associated with a specific intelligence objective or mission and does not provide any precision or enumeration regarding an intelligence objective or mission.	U		FOUO				
(U) General information regarding strategic policies and plans **which does not reveal**: - Policy Maker's strategic objectives and intentions.	U		FOUO				(U) General information which **does not provide** insight into: - Intentions - Plans - Objectives - Missions - Targets - Programs - Capabilities - Strengths or weaknesses
(U) General information regarding strategic policies and plans **which does reveal**: - Policy Maker's strategic objectives and intentions.	C	ODNI POL C-14	REL TO USA, FVEY	1.4(c)	Current date + 25 years		(U) General information which **does provide** insight into: - Intentions - Plans - Objectives - Missions - Targets

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3.4.2 (U) POLICY AND PLANS (POL) Continued

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) Specific information on strategic intelligence policy and planning.	**S or TS**	ODNI POL S-14 or POL T-14	NOFORN	1.4(c)	Current date + 25 years		(U) **Which reveals:** - Specific policy objectives - Details and Intentions - Targets - System capabilities - Strengths or weaknesses - National Intelligence Priority Framework (NIPF). See NIPF Classification Guide - Insight or method for developing superior or offsetting intelligence capabilities (U) May be REL TO USA, FVEY depending on participants and specific information. Contact ODNI Partner Engagement (ODNI/PE) for foreign disclosure guidance. (U) Classify TOP SECRET//NOFORN if vulnerabilities are revealed.

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3.4.3 (U) MILITARY PLANNING (MIL)

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) General information or assessments regarding the military plans, intentions, capabilities, or activities of the US, its allies, coalition partners or foreign adversaries.	**C**	ODNI MIL C-14	NOFORN	1.4(c) (d)	Current date + 25 years		(U) May be REL TO USA, FVEY depending on content. Contact ODNI Partner Engagement (ODNI/PE) for foreign disclosure guidance.
(U) Specific information or assessments regarding the military plans, intentions, capabilities, or activities of the US, its allies, coalition partners or foreign adversaries.	**S**	ODNI MIL S-14	NOFORN	1.4(c) (d)	Current date + 25 years		(U) May be REL TO USA, FVEY depending on content. Contact ODNI Partner Engagement (ODNI/PE) for foreign disclosure guidance.
(U) Information providing indication or advance warning that the US or its allies are preparing an attack.	**TS**	ODNI MIL T-14	NOFORN	1.4(a) (d)	Current date + 25 years		(U) May be REL TO USA, FVEY depending on content. Contact ODNI Partner Engagement (ODNI/PE) for foreign disclosure guidance.
(U) Information indicating the US has advanced warning or indications that a foreign state or entity has a covert capability with the potential to alter the balance of power.	**TS**	ODNI MIL T-14	NOFORN	1.4(a) (d)	Current date + 25 years		(U) May be REL TO USA, FVEY depending on content. Contact ODNI Partner Engagement (ODNI/PE) for foreign disclosure guidance.

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3.4.4 (U) EMERGENCY PLANNING (EME)

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) General information regarding ODNI emergency and disaster plans.	**U**						(U) Providing no insight into concepts or execution of such plans is provided.
(U) The "fact that" ODNI has emergency and disaster plans and conducts emergency and disaster drills.	**U**						
(U) The results of ODNI emergency and disaster drills.	**U**		FOUO				(U) Results shall be at a minimum FOUO, but may be classified at a higher level depending on content and any weaknesses or vulnerabilities revealed.
(U) Specific information regarding ODNI emergency and disaster plans.	**S**	ODNI EME S-14	NOFORN	1.4(g)	Current date + 25 years		(U) Includes information regarding security process and procedures designed to safeguard personnel, facilities, and ODNI business continuity.
(U) Details of ODNI emergency and disaster plans.	**TS**	ODNI EME T-14	NOFORN	1.4(g)	Current date + 25 years		(U) Includes: - Emergency relocation plans and sites. - Executive-level contingency plans. - Vulnerabilities and weaknesses associated with security processes and procedures designed to safeguard personnel, facilities, and ODNI business continuity. (U) May require SCI or SAP controls. Refer to governing program classification guides. Address ODNI COG issues to NIEMA and ODNI COOP

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3.5 (U) RELATIONSHIPS

3.5.1 (U) FOREIGN AFFAIRS (FOR)

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) The "fact that" the US maintains intelligence relationships with foreign allies.	U						(U) Includes the general fact of intelligence relationships with Australia, Canada, Great Britain and New Zealand. Details will vary in classification by topic and CONOP/Agreement in place.
(U) "Fact of" broad, general intelligence cooperation with a country or group of countries with which the US maintains formal military alliances or agreements (e.g., NATO).	U						(U) May be classified higher depending on details.
(U) The "fact that" the ODNI and IC has intelligence relationships with the following named foreign partners: - Great Britain, Government Communications Headquarters (GCHQ) - Canada, Communications Security Establishment, Canada (CSEC) - Australia Defense Signals Directorate (DSD) - New Zealand, Government Communications Security Bureau (GCSB)	U						
(U) The "fact that" the US has an imagery and SIGINT sharing relationship with the Commonwealth Partners (Australia, Canada, Great Britain, New Zealand)	U						(U) DCI memo dated 4 March 2002 pertains.
(U//~~FOUO~~) Fact that the National Counter Terrorism Center (NCTC) [redacted] is a counterterrorism collaboration system, without information	U		FOUO				

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(b)(1)
(b)(3)

3.5.1 (U) FOREIGN AFFAIRS (FOR) Continued

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(S//REL TO USA, FVEY) Details about the NCTC [redacted]	S	ODNI FOR S-14	REL TO USA, FVEY	1.4(c), (d)	Current date + 25 years		
(U) Fact of intelligence cooperation between US and named foreign governments with which the US is not allied, with no additional details.	S	ODNI FOR S-14	NOFORN	1.4(c), (d)	Current date + 25 years	DNI	
(U) Intelligence analysis, sources, methods or other information neither in the public domain nor officially acknowledged, concerning one or more foreign entities, which could, if released, seriously damage the conduct of US foreign relations.	S	ODNI FOR S-14	NOFORN	1.4(c), (d)	Current date + 25 years		
~~(S//NF)~~ Fact that US intelligence support [redacted]	S	ODNI FOR S-14	NOFORN	1.4(c), (d)	Current date + 25 years	DNI	

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3.5.2 (U) LIAISON (LIA)

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) Information provided by a foreign government or by an international entity with the understanding that it is to be protected at the **Confidential level**.	**C**	ODNI LIA C-14	NOFORN	1.4(d)	Current date + 25 years		(U) Contact ODNI Partner Engagement (ODNI/PE) for foreign disclosure guidance.
(U) Information provided by a foreign government or by an international entity with the understanding that it is to be protected at the **Secret level**.	**S**	ODNI LIA S-14	NOFORN	1.4(d)	Current date + 25 years		(U) Contact ODNI Partner Engagement (ODNI/PE) for foreign disclosure guidance.
(U) Information provided by a foreign government or an international entity with the understanding that the information is to be protected at a level higher than Secret.	**TS**	ODNI LIA T-14	NOFORN	1.4(d)	Current date + 25 years		(U) Contact ODNI Partner Engagement (ODNI/PE) for foreign disclosure guidance.
(U) Intelligence information produced by the US resulting from a liaison relationship with a foreign government or with an international entity, or information about such a liaison relationship.	**S**	ODNI LIA S-14	NOFORN	1.4(d)	Current date + 25 years		(U) Contact ODNI Partner Engagement (ODNI/PE) for foreign disclosure guidance.
(U) Intelligence produced by the US resulting from a liaison relationship with a foreign government or an international entity, which has classified that information at a level higher than Secret.	**TS**	ODNI LIA T-14	NOFORN	1.4(d)	Current date + 25 years		(U) Contact ODNI Partner Engagement (ODNI/PE) for foreign disclosure guidance.

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3.5.3 (U) SPECIAL EVENTS (SPE)

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) Fact of US intelligence support being provided to (named or unnamed) international special event(s), including dates, locations.	U						(U) Contact the DNI Special Events Intelligence Coordinator (SEIC) for additional details.
(U) Specific information on or details about US intelligence support being provided to a (named or unnamed) international special event.	S	ODNI SPE S-14	NOFORN	1.4 (c), (d)	Current date + 25 years		(U) May be FOUO based on content and agreements in place. Classify higher depending on details. (U) May be REL TO USA, FVEY; Contact ODNI Partner Engagement (ODNI/PE) for foreign disclosure guidance.
(U) Fact of NCTC support to the FBI for domestic special events.	U						
(U) Specific information on or details about NCTC support being provided to the FBI involving domestic special events.	S	ODNI SPE S-14	NOFORN	1.4 (c)	Current date + 25 years		(U) May be classified higher depending on content. (U) May be REL TO USA, FVEY; contact ODNI Partner Engagement (ODNI/PE) for foreign disclosure guidance.

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3.6 (U) SECURITY

3.6.1 (U) COVER AND TRADECRAFT (COV)

(b)(3)

Item	Level	Derivative	Dissem Control	Reason	Declass On	OCA	Remarks
(U) Fact that ODNI has a cover staff.	U						(U) With additional details.
(U//~~FOUO~~) Information that provides a cover person's [redacted] but does not include the [redacted] identifying information.	U						(U//FOUO) [redacted]
(U) Information identifying current or former ODNI/CIA officers as being [redacted]	C	ODNI COV C-14	NOFORN	1.4(c)	50X1-HUM		(U) Classify SECRET//NF if the [redacted]
(U) Information that identifies or describes intelligence cover methods or organizations.	S	ODNI COV S-14	NOFORN	1.4(c)			
(U) Information that identifies a US Intelligence installation on foreign soil.	S	ODNI COV S-14	NOFORN	1.4(c)	Current date + 25 years		
(U//~~FOUO~~) Information that identifies a US intelligence installation [redacted]	S	ODNI COV S-14	NOFORN	1.4(c)	Current date + 25 years		

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3.6.2 (U) SECURITY (SEC)

Item	Level	Derivative	Dissem Control	Reason	Declass On	OCA	Remarks
(U) Fact that an IC Agency or element has an insider threat detection program.	U						(U) Details may be higher.
(U) Fact that NCIX, as part of the NITTF, conducts National Insider Threat Policy and Minimum Standards assessments and reviews for USG agencies.	U						(U) Classify details based on content and in accordance with applicable guidance.
(U) The total number of DNI sponsored SCI control systems.	S	ODNI SEC S-14	NOFORN	1.4(c)	Current date + 25 years		(U) Examples: SI, TK, KDK, etc. (U) Contact P&S for further information and guidance.
(U) General information regarding local disposal procedures for ODNI classified material, classified waste, and excess material.	U		FOUO				
(U) Specific disposal procedures for ODNI classified material, classified waste, and excess material outside of controlled areas (i.e., transportation route for disposal).	C	ODNI SEC C-14	NOFORN	1.4(c)	Current date + 25 years		
(U) General information regarding the unauthorized disclosure of US classified information, which does not cite the classified information disclosed. Includes notifications of a spill or leak and activity reports.	U		FOUO				(U) May be higher; consult appropriate Program Security Guide.
(U) Information detailing damage assessment and supporting documentation for an unauthorized disclosure of US information that cites the compromised information deemed to be CONFIDENTIAL by the victim agency.	C	ODNI SEC C-14	NOFORN	1.4(c)	Current date + 25 years		(U) Contact ODNI Partner Engagement (ODNI/PE) for foreign disclosure guidance who will coordinate with NCIX regarding those aspects of the damage assessment which may be released to foreign partners.

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(U) Security-related documents of SCIF accreditations or technical security-related accreditations and associated documentation.	C	ODNI SEC C-14	NOFORN	1.4(c)	Current date + 25 years		(U) May be downgraded to FOUO if SCIF has been de-accredited and will not be used for another mission or project.

3.6.2 (U) SECURITY (SEC) Continued

Item	Level	Derivative	Dissem Control	Reason	Declass On	OCA	Remarks
(U) Information concerning the route, frequency, or mode of travel of courier runs.	C	ODNI SEC C-14	NOFORN	1.4(c)	Current date + 25 years		
(U) Information detailing protective security and counterintelligence activities, equipment, techniques or tactics.	C	ODNI SEC C-14	NOFORN	1.4(c)	Current date + 25 years		
(U) Information detailing non-attributable security methods.	C	ODNI SEC C-14	NOFORN	1.4(c)	Current date + 25 years		
(U) Information pertaining to routine and covert personnel security and/or counterintelligence investigations where disclosure would impede or negate those investigations and/or risk leaving the ODNI vulnerable from a counterintelligence standpoint.	S	ODNI SEC S-14	NOFORN	1.4(c)	Current date + 25 years		
(U) Information concerning potential or validated foreign intelligence service (FIS) threats to IC installations or personnel.	S	ODNI SEC S-14	NOFORN	1.4(c)	Current date + 25 years		(U) Additional markings may be required for compartmented information or programs. Check with appropriate Program Security Officer / Program Compartment Guide for compartmented information.
(U) Information detailing physical security devices, techniques, policy, procedures, assessments, or mechanisms for protecting SECRET-level material where	S	ODNI SEC S-14	NOFORN	1.4(c)	Current date + 25 years		(U) Includes: - Intrusion Detection Systems - Security in Depth procedures

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3.7 (U) TECHNOLOGY

3.7.1 (U) COMMUNICATIONS (COM)

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) General information concerning communications systems, procedures or methods not associated with a specific activity.	U		FOUO				(U) Includes: - Policy - Procedures - Roles and Responsibilities - Reporting activities
(U) Specific information on the IC's worldwide electronic communications network or support to a named operational activity.	S	ODNI COM S-14	NOFORN	1.4(c)	Current date + 25 years		(U) May contain compartmented information. Refer to appropriate Program Security Officer / Program Security Guide for additional information.
(U) Specific information concerning cryptographic equipment, keying materials or other COMSEC-related issues.	S	ODNI COM S-14	NOFORN	1.4(c)	Current date + 25 years		(U) May be higher depending on specific program(s) supported.
(U) Specific information on techniques and procedures used to protect cryptographic equipment, keying material or related processes.	S	ODNI COM S-14	NOFORN	1.4(c)	Current date + 25 years		
(U) Detailed information on vulnerabilities identified concerning techniques used to protect cryptographic equipment, keying material, or processes concerning a compartmented project or program.	TS	ODNI COM T-14	NOFORN	1.4(c)	Current date + 25 years		(U) May contain compartmented information. Refer to appropriate Program Security Officer / Program Security Guide for additional information.

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3.7.2 (U) EQUIPMENT (EQU)

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) "Fact of" unique or specialized equipment used to support technical operations where disclosure would impair or negate its use.	**S**	ODNI EQU S-14	NOFORN	1.4(c), (g)	Current date + 25 years		
(U) Information describing a specific piece of technical operations equipment, its components, associated research, testing, and design data, attribution, and/or countermeasures.	**TS**	ODNI EQU T-14	NOFORN	1.4(c), (g)	Current date + 25 years		
(U) Detailed information on the technical operations equipment associated with National Surveillance Technical Systems, its documentation and modes of operation.	**TS**	ODNI EQU T-14	NOFORN	1.4(c)	Current date + 25 years		
(U) Detailed information associated with a large-scale intelligence system/program that would be revealed by a model or computer simulation, or equipment documentation.	**TS**	ODNI EQU T-14	NOFORN	1.4(c)	Current date + 25 years		

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3.7.3 (U) INFORMATION SYSTEMS (INF)

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) Commercially available hardware and software names, technical designators, and capabilities when not associated with classified program data or unless otherwise indicated in a program classification guide.	U						
(U) Testing facilities which may be physically connected to the program's infrastructure networks.	U		FOUO				
(U) URL designators when associated with classified programs or unless otherwise indicated in a program classification guide.	U						
(U) The fact that ODNI maintains an information technology infrastructure including systems hardware, software, policies and procedures.	U						
(U) System names or server names when not associated with classified program data unless otherwise indicated in a program classification guide.	U						
(U) General information concerning information systems and networks, hardware, software, policies, procedures, or methods, or information systems support relating to IC information sharing initiatives.	U						(U) Information on Intelligence activities will require FOUO or higher depending on details.
(U) General information concerning ODNI information systems and networks, hardware, software, policies, or procedures the disclosure of which may identify security vulnerabilities.	S	ODNI INF S-14	NOFORN	1.4(c)	Current date + 25 years		(U) Classify Top Secret when vulnerabilities are identified.
(U) Specific site location criteria to include technical identifiers (IP Address, DCC Node ID, etc.), physical identifiers (Address, Building, Base, Fiber Route, MAC	S	ODNI INF S-14	NOFORN	1.4(c)	Current date + 25 years		

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3.7.3 (U) INFORMATION SYSTEMS (INF) Continued

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) IP address, diagrams, and network maps of ODNI classified systems.	S	ODNI INF S-14	NOFORN	1.4(c)	Current date + 25 years		
(U) Specific and detailed information of ODNI classified systems concerning system security mechanisms that protect the integrity, confidentiality, and availability of data on ODNI classified systems.	TS	ODNI INF T-14	NOFORN	1.4(c)	Current date + 25 years		
(U) Assessments of security systems containing Secret material that indicate vulnerabilities or could aid in penetration of the system.	S	ODNI INF S-14	NOFORN	1.4(c)	Current date + 25 years		
(U) Assessments of security systems containing Top Secret material that indicate vulnerabilities or could aid in penetration of the system.	TS	ODNI INF T-14	NOFORN	1.4(c)	Current date + 25 years		
(U) Specific vulnerabilities to ODNI system security architecture, one-of-a-kind equipment or other classified technologies.	TS	ODNI INF T-14	NOFORN	1.4(c)	Current date + 25 years		
(U) Vulnerabilities involving domain Naming Service (DNS) or other address resolution protocols that allow access to specific program information.	TS	ODNI INF T-14	NOFORN	1.4(c)	Current date + 25 years		
(U//~~FOUO~~) The fact that [redacted] designed to facilitate the sharing of counterterrorism intelligence products, without any further information or its	U		FOUO				

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3.7.4 (U) METHODS (MET)

(b)(3)

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) General information on a covert or clandestine intelligence method.	C	ODNI MET C-14	NOFORN	1.4(c)	25X1 + 50 years	[redacted]	(U//~~FOUO~~) Examples: -[redacted] (U//FOUO) See [redacted] or contact [redacted] for current guidance.
(U) Specific information on a covert or clandestine intelligence method, its operational uses or intelligence value.	S	ODNI MET S-14	NOFORN	1.4(c)	25X1 + 50 years	[redacted]	(U//~~FOUO~~) See [redacted] or contact [redacted] for current guidance.

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3.7.5 (U) IC INFORMATION TECHNOLOGY ENTERPRISE (IC ITE)

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) The fact that the IC is moving to an IC Information Technology Enterprise environment or cloud computing environment.	U						
(U) The fact that OMB supports the ODNI-led effort to consolidate IT functions across the IC into a single unified architecture, including; integration of cloud computing principles, providing applications through thin client terminals, integrating email services, and integrating all users across the 16 IC agencies in a common desktop configuration.	U						
(U) The fact that the DNI directed an assessment in Aug 2011 to determine if a new IC Information Technology (IT) architecture could advance intelligence integration, information sharing and enhance safeguarding while driving down the overall costs of IT.	U						
(U) The results of the IT architecture assessment which showed that the DNI's goals could be achieved through a common IC enterprise architecture and a new business model for IC IT.	U						
(U) The fact that the implementation plan is aimed at reaching the target architecture for most IC agencies in 5 years (FY12 – FY18) and that the IC CIO will lead the overall program the integration of the enterprise services.	U						
(U) The DNI's vision for IC ITE: To enable greater IC	U						

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3.7.5 (U) IC INFORMATION TECHNOLOGY ENTERPRISE (IC ITE) CONTINUED

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) Fact that CIA, DIA, NGA, NRO and NSA were designated service providers for operating Applications Store(s).	U						(U) FOUO when listing specific details of the services being provided.
(U) The fact that IC-ITE is designed to facilitate the sharing of intelligence information.	U						
(U) The IC ITE Integrated Master Schedule (IMS)	U		FOUO				(U) May be classified if the schedule includes funding or resource information.
(U) Details of Information Service Provider (ISP) functions.	U		FOUO				(U) Minimum of FOUO, classify higher according to content disclosed.
(U) General information concerning IC ITE requirement(s) which does not reveal, with any precision or enumeration, US intelligence activities, capabilities, targets, sources or methods.	U						
(U) Commercially available hardware and software names, technical designators, and capabilities associated with IC ITE, unless otherwise indicated in a program classification guide.	U						(U) Provided specific version/model numbers or other key details are not expressed, which could reveal vulnerabilities.
(U) URLs, server names and other hardware or software designators associated with IC ITE, unless otherwise indicated in a program classification guide.	U						(U) Does not include IP addresses.
(U) General information concerning IC ITE architecture	U		FOUO				

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3.8 (U) OPERATIONS (OPS)

Item	Level	Derivative	Dissem. Control	Reason	Declass On	OCA	Remarks
(U) Fact that ODNI supports interdiction activities and operations.	U						
(U) General information concerning interdiction activities, locations, plans, processes, requirements, or operations.	C	ODNI OPS C-14	REL TO USA, FVEY	1.4(c)	Current date + 25 years		
(U) Specific information concerning interdiction activities, locations, plans, processes, requirements, or operations.	S	ODNI OPS S-14	REL TO USA, FVEY	1.4(c)	Current date + 25 years		
(U) Detailed information concerning vulnerabilities or weaknesses associated with interdiction activities, locations, plans, processes, requirements, or operations which if revealed, would nullify or measurably reduce their effectiveness.	TS	ODNI OPS T-14	NOFORN	1.4(c)	Current date + 25 years		

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(U) APPENDIX A: REFERENCE DOCUMENTS

All entries are **UNCLASSIFIED**.

(a) **32 CFR Part 2001,** "Classified National Security Information; Final Rule," Information Security Oversight Office (ISOO), National Archives and Records Administration (NARA)," June 2010

(b)(3) (b) [redacted]

(c) **Committee on National Security Systems,** CNSS Instruction No. 4009, "National Information Assurance (IA) Glossary," September 2013

(d) **Defense Counterintelligence and HUMINT Center**, "HUMINT Security Classification Guide," S//NF, September 2011

(e) **DCID 6/7** "Foreign Disclosure and Release of Classified National Intelligence (canceled and replaced by **ICD 403)**

(f) **DoD 5105.21-M-1**, "Sensitive Compartmented Information Administrative Security Manual," August 1998

(g) **DoD Manual 5200.1 (Volumes 1 through 4),** March 2012

(h) **DoD 5220.22-M**, "National Industrial Security Program; Operating Manual (NISPOM)," February 2006

(i) **DoD 5400.7-R,** "DoD Freedom of Information Act Program," September 1998, as amended

(j) **Executive Order 12333**, "United States Intelligence Activities," December 1981, as amended

(k) **Executive Order 12829**, "National Industrial Security Program," January 1993

(l) **Executive Order 12968**, "Access to Classified Information," August 1995

(m) **Executive Order 13526**, "Classified National Security Information," December 2009

(n) **Executive Order 13549**, "Classified National Security Information Program for State, Local, Tribal and Private Sector Entities," August 2010

(o) **Executive Order 13556**, "Controlled Unclassified Information," November 2010

(p) **Information Security Oversight Office** booklet, "Marking Classified National Security Information," December 2010

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(q) **Intelligence Community Directive (ICD) 710**, "Classification Management and Control Markings System," June 2013

(r) **Intelligence Community Markings System Register and Manual** (formerly known as the CAPCO Register), latest version

(s) **NIPF CG**, "National Intelligence Priorities Framework Classification Guide (NIPF/CG)," July 2010

(t) **NSA/CSS**, "National Security Agency/Central Security Service (NSA/CSS) Policy Manual 1-52," (NSACSSM 1-52) –October 2013

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(U) APPENDIX B: CHANGE REQUEST FORM

CHANGE REQUEST
For the ODNI/Classification Guide

To: Director, Information Management Division/DNI-CLASSIFICATION
Date of Request: _____

From (Originator of request):
Name: _____
Organization: _____
Office: _____

Proposed Change:

☐ New item ☐ Modification ☐ Challenge

Item to be changed:	Change description
Page:	
Topic:	
Derivative Item:	

Rationale for Change:

This Section is to be completed by CIO/IMD

Change Request Number: _____
Date of response: _____
Action Officer: _____

CIO/IMD decision: ☐ Yes (approved) ☐ No (not approved)

If "No" justification for denial of change request:

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(U) APPENDIX C: ACRONYM LIST

*All entries are **UNCLASSIFIED***

ADP – Automated Data Processing
AEA – Atomic Energy Act
AIN – Agency Identification Number
AIS – Automated Information System
CFR – Code of Federal Regulations
CIO – Chief Information Officer
CNWDI – Critical Nuclear Weapons Design Information (an Atomic Energy Act marking)
COMINT – Communications Intelligence
COMSEC – Communications Security
COSMIC – NATO TOP SECRET
CSEC – Communications Security Establishment (Canada)
CTC – Counterterrorism Center (CIA)
DCID – Director of Central Intelligence Directive
DDII – Deputy Director for Intelligence Integration (DNI)
DHS – Department of Homeland Security
DIDO – Designated Intelligence Disclosure Official
DNI – Director of National Intelligence
DSD – Defense Signals Directorate (Australia)
EO – Executive Order
FGI – Foreign Government Information
FDO – Foreign Disclosure Officer
FIS – Foreign Intelligence Service
FISA – Foreign Intelligence Surveillance Act
FOIA – Freedom of Information Act
FOUO – For Official Use Only
FRD – Formerly Restricted Data (an Atomic Energy Act marking)
GAMMA (or G) – sub-compartment of SI
GCHQ – Government Communications Headquarters (Great Britain)
GCSB – Government Communications Security Bureau (New Zealand)
HCS – HUMINT Controlled System
IARPA – Intelligence Advanced Research Projects Activity (ODNI)
IC – Intelligence Community
ICD – Intelligence Community Directive
IMCON – Controlled Imagery
IMD – Information Management Division
ISCAP – Interagency Security Classification Appeals Panel
ISOO – Information Security Oversight Office
ISSO – Information Systems Security Officer
LIMDIS – Limited Distribution
LX – Liberty Crossing
NARA – National Archives and Records Administration
NATO – North Atlantic Treaty Organization
NCIX – National Counterintelligence Executive; (Office of the; ONCIX)
NCPC – National Counterproliferation Center

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NCTC – National Counterterrorism Center
NICO – National Intelligence Collection Officer
NIO – National Intelligence Officer
NIM – National Intelligence Manager
NIP – National Intelligence Program
NIPF – National Intelligence Priorities Framework
NOFORN – Not Releasable to Foreign Nationals
NSA – National Security Agency
NSDD – National Security Decision Directive
NSI – National Security Information
NSPD – National Security Presidential Directive
NTM – National Technical Means
OCA – Original Classification Authority
ODNI – Office of the Director of National Intelligence
ORCON – Originator Controlled
PDD – Presidential Decision Directive
PDDNI – Principal Deputy Director of National Intelligence
PROPIN – Proprietary Information
R&D – Research & Development
RELIDO – Releasable by Information Disclosure Official
REL TO – Authorized for Release To
RD – Restricted Data (an Atomic Energy Act marking)
RMS – Requirements Management System
RSEN – Risk Sensitive
SAP – Special Access Program
SAR – Special Access Required
SC – Sterility Code (0, 1 or 2)
SCI – Sensitive Compartmented Information
SI – Special Intelligence
SMP – Security Markings Program
STU – Secure Telephone Unit
TFNI – Transclassified Foreign Nuclear Information (an Atomic Energy Act marking)
TK – Talent Keyhole
UCNI – Unclassified Controlled Nuclear Information
UIS – Unifying Intelligence Strategy

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(U) APPENDIX D: GLOSSARY

*All entries are **UNCLASSIFIED***

Access – the ability or opportunity to gain knowledge of classified information.

Agency – any ''Executive agency,'' as defined in 5 U.S.C. 105; any ''Military department'' as defined in 5 U.S.C. 102; and any other entity within the executive branch that comes into the possession of classified information.

Aggregation, Classification by – The amalgamation of separate pieces of information which individually are either unclassified but when taken together become classified.

Authorized for Release To (REL TO) – Classified information that an Original Classification Authority, or their designated subordinates, has determined to be releasable or that has been released through established foreign disclosure channels, to the foreign countries, international organizations or coalitions indicated. See DIDO, RELIDO entries and the *Register and Manual.*

Classification Guide – a documentary form of classification guidance issued by an original classification authority that identifies the elements of information regarding a specific subject that must be classified and establishes the level and duration of classification for each such element.

Classified Information (Classified National Security Information; NSI) – information that has been determined pursuant to EO 13526 or any predecessor order to require protection against unauthorized disclosure and is marked to indicate its classified status when in documentary form.

Codeword – Words or terms used with a security classification identifying an SCI access control system protecting particularly sensitive sources or methods.

Collateral – Information identified as National Security Information (NSI) under E.O. 13526 that is not subject to enhanced security protection required for SCI or SAP information.

Controlled Unclassified Information (CUI) – An open and uniform program established by EO 13556 for managing information that requires safeguarding or dissemination controls pursuant to and consistent with law, regulations, and Government-wide policies, excluding information that is classified under Executive Order 13526 of December 29, 2009, or the Atomic Energy Act, as amended.

Declassification – the authorized change in the status of information from classified information to unclassified information.

Declassification Event – An event that eliminates the need for continued classification of information.

Declassify On – The portion of the Classification/Declassification Authority Block which indicates the duration of classification of a classified document.

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Derivative Classification – the incorporating, paraphrasing, restating, or generating in new form information that is already classified, and marking the newly developed material consistent with the classification markings that apply to the source information. Derivative classification includes the classification of information based on classification guidance. The duplication or reproduction of existing classified information is not derivative classification.

Derived From – The portion of the Classification/Declassification Authority Block in a derivatively classified document which specifies the source(s) of other either derivatively or originally classified documents.

Director of Central Intelligence Directive (DCID) – A directive issued by the former DCI that outlined general policies and procedures to be followed by intelligence agencies and organizations. All DCIDs are now under the DNI's authority and are being revised as Intelligence Community Directives (ICDs) and/or Intelligence Community Policy Guidance (ICPGs).

Director of National Intelligence (DNI) – The President's principal foreign intelligence adviser appointed by him with the consent of the Senate to be the head of the Intelligence Community (IC) and to discharge those authorities and responsibilities prescribed by law and by Presidential and National Security Council directives.

Dissemination Controls – Markings that define the distribution limitation of a category of information. They are in addition to and separate from the levels of classification defined by E.O. 13526. Some require a control-specific warning notice at the beginning of any document conveying those data. Several are assigned solely by their proponent agency; outside organizations may not be authorized to make those determinations, but may only convey the caveat assigned by the proponent. See the IC *Register and Manual*.

Downgrading – a determination by a declassification authority that information classified and safeguard.

Foreign Government Information (FGI):

(1) Information provided to the United States Government by a foreign government or governments, an international organization of governments, or any element thereof, with the expectation that the information, the source of the information, or both, are to be held in confidence;

(2) Information produced by the United States pursuant to or as a result of a joint arrangement with a foreign government or governments, or an international organization of governments, or any element thereof, requiring that the information, the arrangement, or both, are to be held in confidence; or

(3) Information received and treated as "Foreign Government Information" under the terms of a predecessor order.

For Official Use Only (FOUO) – A dissemination control applied to Unclassified information that may be withheld from public release requested through the Freedom of Information Act (FOIA).

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Freedom of Information Act (FOIA) – Statute that provides that any person has a right, enforceable in court, to obtain access to federal agency records, except to the extent such records (or portions of them) are protected from public disclosure by one of nine exemptions.

Intelligence Activities – all activities that elements of the Intelligence Community are authorized to conduct pursuant to law or Executive Order 12333, as amended, or a successor order.

Intelligence Community Directive (ICD) – Principal issuances through which the DNI provides policy directives to the Intelligence Community (IC).

Intelligence Community Policy Guidance (ICPG) – ICPGs provide further guidance required for the implementation of ICDs. ICPGs are subsidiary to ICDs and may establish subordinate responsibilities, and define procedures, processes, or methodologies that enable ICDs to be implemented effectively. ICPGs shall be within the scope of and consistent with their associated ICDs.

Mission Need – A determination by an authorized holder of information that access to specific information, in their possession, is required by another person to perform a specific and authorized function.

National Intelligence Manager (NIM) – Official overseeing integration of all Intelligence Community collection and analysis against specific function or regions. Each is the ODNI focal point for a subject, and the DNI's representative on it at the senior levels of the intelligence, policy-making and warfighting communities. NIMs are subordinate to the ODNI Office of the Deputy Director for Intelligence Integration (DDNI/II).

Original Classification Authority (OCA) – An individual who has been authorized in writing, either by the President, the Vice President, or by agency heads or other officials designated by the President, to classify information in the first instance.

Redaction – The removal of classified information (or sensitive sources and methods information) from copies of a document such that recovery of the information on the copy is not possible using any reasonably known technique or analysis.

Sanitization – The alteration of intelligence information to permit wider dissemination by suppressing sensitive sources, methods, capabilities, analytical procedures or conclusions.

Senior Agency Official – "The official designated by the agency head under section 5.4(d) EO 13526 to direct and administer the agency's program under which information is classified, safeguarded, and declassified.

Sensitive Compartmented Information (SCI) – Classified information concerning or derived from intelligence sources, methods, or analytical processes which requires handling within formal access control systems established by the Director of National Intelligence. Does not include Restricted Data as defined in Section II, Public Law 83-703, Atomic Energy Act of 1954, as amended.

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Source Document – Existing, Original Classification Authority-classified product or guidance document from which classified information is extracted and incorporated, paraphrased, or restated into a new derivative document. Example: a classification guide.

Special Access Program (SAP) – Any program, which may or may not contain SCI, imposing need-to-know and access controls beyond those normally provided for access to Confidential, Secret and Top Secret information.

Unauthorized Disclosure – Communication or physical transfer of classified information to an unauthorized recipient.

Unifying Intelligence Strategy (or Strate*gies*; acronym is **UIS)** – The focus and direction on national security issues guiding ODNI and IC collection and analysis. Developed by the National Intelligence Managers (NIMs), National Intelligence Officers (NIOs), National Intelligence Collection Officers (NICOs) and other IC elements. Provides an overview of key issues for a given country, region, or functional topic, critical gaps and prioritized information needs. Identifies Offices of Primary Responsibility (OPRs), resource implications and timelines.

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(U) APPENDIX E: "FOR OFFICIAL USE ONLY" GUIDANCE

****NOTE: FOUO designated information and marking conventions will continue until the Controlled Unclassified Information (CUI) program matures and direction is received from the CUI Office within the National Archives and Records Administration (NARA).**

A. (U) General

(U) The Computer Security Act of 1987, Public Law 100-235, defines "sensitive information" as

> *...any information, the loss, misuse, or unauthorized access to or modification of which could adversely affect the national interest or the conduct of Federal programs, or the privacy to which individuals are entitled under the Privacy Act but which has not been specifically authorized under criteria established by an executive order or an act of Congress to be kept secret in the interest of national defense or foreign policy.*

(U) The Federal Government has no standardized criteria and terminology defining the types of information warranting designation as "sensitive," leaving it to individual agencies' discretion. Within this *sensitive but unclassified* category there are numerous caveats / dissemination control markings, defined by statutes and agencies, such as laws governing *Tax Return Information*, *Privacy Act Information*, *Critical Infrastructure Information* and *Grand Jury Information*.

(U) Within ODNI, FOUO will be used to identify sensitive but unclassified ODNI information that is not governed by other statutes or regulations. The use of these and other dissemination markings are defined in the IC *Register and Manual*.

B. (U) Information designated as FOUO

(U) FOUO information is not automatically exempt from public disclosure under the Freedom of Information Act (FOIA). However, information requested via FOIA is reviewed, and its releasability determined, on a case-by-case basis.

(U) Where FOUO information is covered by other statutes or regulations, the latter takes precedence. Though not a comprehensive list, the following types of ODNI Unclassified information not falling under other directives will be treated as U//FOUO.

- Information exempted from disclosure pursuant to 5 U.S.C. 552, the *Freedom of Information Act.*
- Information exempted from disclosure pursuant to 5 U.S.C. 522a, *Privacy Act*.
- Information listed in the *ODNI Classification Guide* as warranting FOUO protection.
- Domestic and international information protected by statute, treaty, regulation or other agreement. Examples: banking and financial community information; trade secrets provided the US Government in confidence.
- Inter- and intra-agency memoranda not normally available outside the organization.
- Descriptions of organizations' internal processes and data. E.g., business impact analyses; personnel rules and practices.
- Information that could result in physical risk to personnel.

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- Disclosure, in any format, of facility infrastructure or security data, such as plans or vulnerabilities – whether related to persons, systems, or physical plants – not otherwise eligible for classification under EO 13526.
- Information that could constitute an indicator of US Government intentions, capabilities, operations, or activities, or otherwise threaten operations security.
- Current or developing technology, the release of which could hinder ODNI objectives, compromise an advantage or countermeasure, cause a denial of service, or provide an adversary with sufficient information (individually or by aggregation) to clone, counterfeit, or circumvent a process or system.

C. (U) Dissemination, Transmission and Access to FOUO Information

(U) **FOUO information will not be disseminated in any manner – orally, visually, or electronically – to unauthorized personnel.** Though a security clearance is not required, the provision of FOUO is based on need to know or mission need. The holder of FOUO data is responsible for determining the recipient's need-to-know and capability to physically control the material. If those factors are unclear, the holder will request guidance from their supervisor or consult CIO/IMD through DNI-CLASSIFICATION.

(U) ODNI personnel may convey FOUO information to Executive, Legislative and Judicial branch officials in the performance of government functions, except as prohibited by law. This includes the IC and DoD, their contractors, consultants, and grantees. Those data shall be marked "For Official Use Only," as will their transmittal documents. Recipients will be made aware of the information's status and advised of any special handling instructions. It will be delivered by means precluding public disclosure.

(U) FOUO information may be shared with other agencies – federal, state, tribal or local government, law enforcement – and foreign partners, provided a mission need has been established and the information is shared in furtherance of official US Government activities and is not otherwise prohibited by existing statute, regulation or agreement.

(U) Transmission of hardcopy FOUO information shall be accomplished in a manner that prevents unauthorized disclosure.

- FOUO may be mailed by U.S. Postal Service First Class Mail or an accountable commercial delivery service such as Federal Express or United Parcel Service
- It may not be commingled with classified material.
- FOUO may be entered into an inter-office guard-mail system provided it is afforded sufficient protection to prevent unauthorized access (e.g., sealed envelope).
- Unless otherwise restricted by the originator, FOUO may be sent via non-secure facsimile. However, the use of a secure fax machine is highly encouraged. When a non-secure fax is used, the sender will coordinate with the recipient to ensure the transmitted material will not be left unattended or otherwise vulnerable to unauthorized disclosure.
- FOUO email should be protected by encryption or transmitted within secure channels. FOUO shall not be sent to personal email accounts nor posted on a public website without authorization. Contact the MSD/Security or the DNI-ISSM staff for additional guidance.